ED EXPO 2014 TABLETOP EXHIBIT GUIDELINES

To qualify for the tabletop exhibit option for Ed Expo, you must be a first-time exhibitor at Ed Expo or have not exhibited within the past three (3) show years. Only one tabletop exhibit space can be reserved per company and only the exhibitor's products can be displayed in space contracted for. This option is offered on a one-time basis only. All applicable Ed Expo exhibit rules and regulations apply to the tabletop exhibit.

Tabletop exhibit space includes:

- One (1) draped table, 6' long x 24" wide, 30" high. Table drape color is still to be determined.
- Standard ID sign, 44"L x 7"H
- Two Chairs
- 5'x10' Carpet
- 8' high back drape
- 3' high side divider
- One trash can
- Two (2) exhibitor badges

Display space does not extend beyond table surface. No other display items are allowed on the floor beside, in front of, or behind the table. Display space is limited to the surface of the table, except for product displayed in its normal operating position.

Tabletop Height: Exhibit fixtures, signage, products, etc. must be placed on top of the table. *(Flame resistant signs or banners reaching a maximum of 6'L x 30"H may be hung from the drape on the front of the table or on the pipe and drape behind table.)* All applicable Ed Expo exhibit rules and regulations apply to the tabletop exhibit.

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Intent: Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

With written permission, variances may be allowed. Requests for variations must be submitted to EMI no later than 30 calendar days prior to the set-up day for the show.

Tabletop Assignment Policy: Requests for table locations will be handled on a first-come, first-served basis. No table will be assigned without full payment. Show Management reserves the right to determine final exhibit table assignments.

If you require electricity and/or internet for your exhibit, order forms are available in the Exhibitor Service Manual.

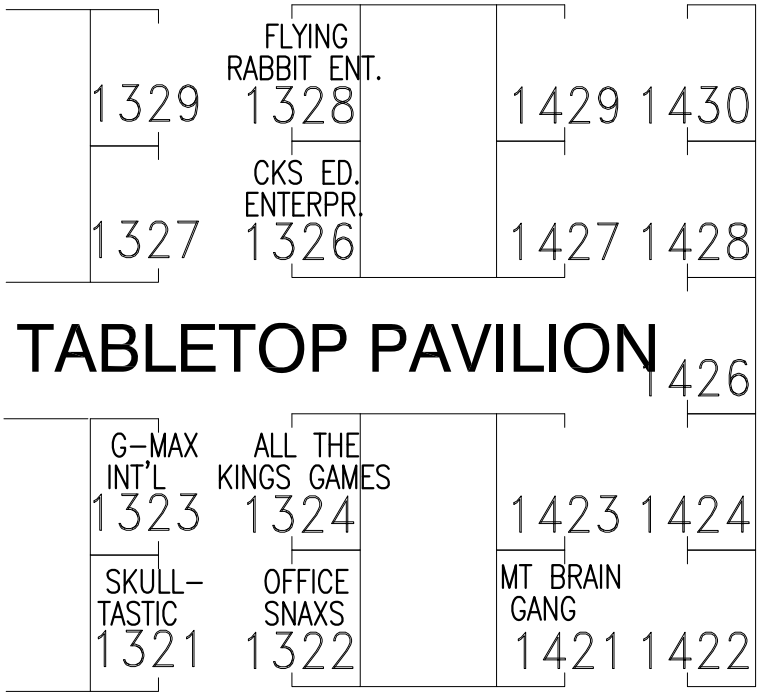
Contact: If you have any questions regarding tabletops at Ed Expo, please contact Joe Tucker at exhibits@nssea.org or (800) 395-5550, option 5.

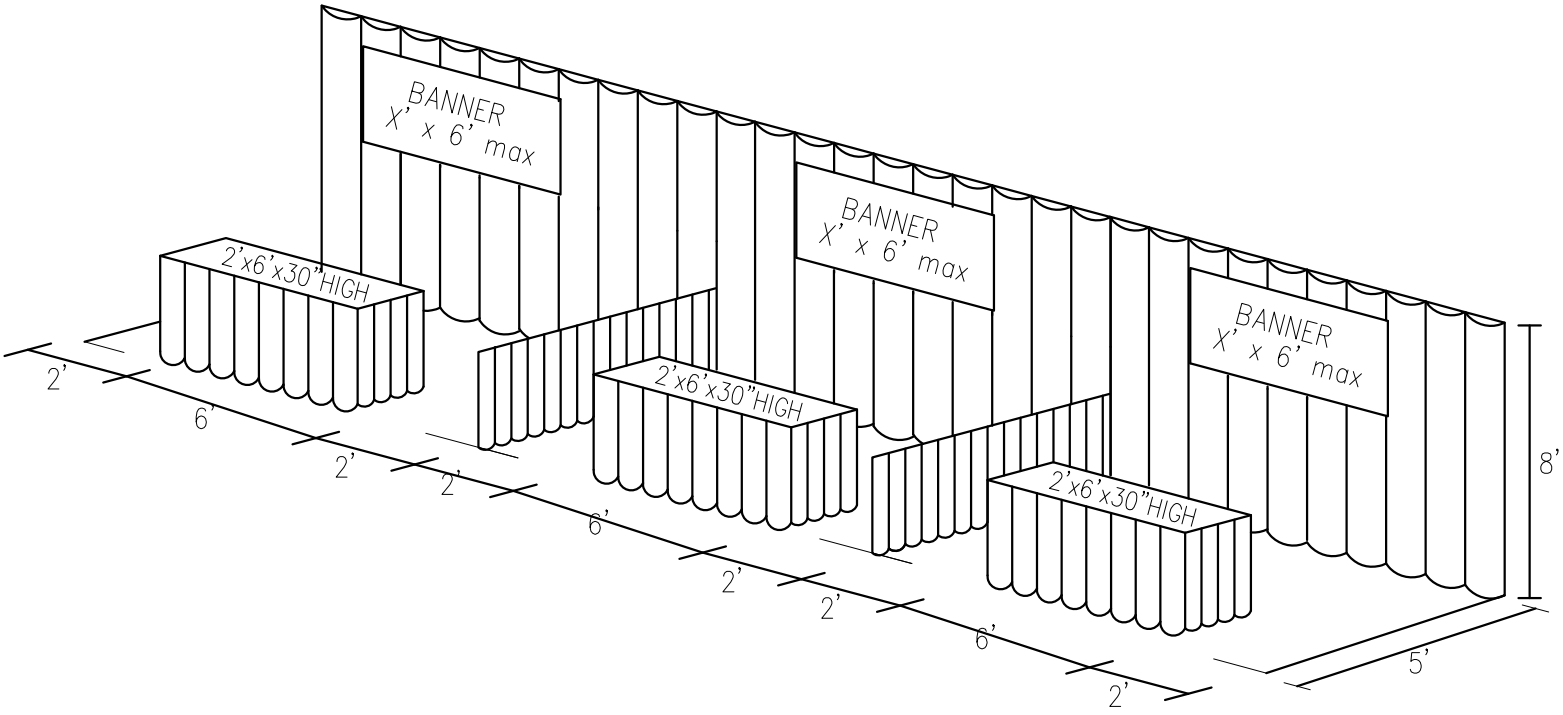
Sample picture of a tabletop set:

INFORMATION ONLY

ED EXPO TABLE TOP EXHIBITS

Sample Layout -
Not the 2014 Layout
Sample Layout
For Informational Use Only





NOVEMBER 19, 2012

EXPOSITION MANAGEMENT, INC

10425 OLD OLIVE ST. RD. - SUITE 103
ST. LOUIS, MO 63141-5940
(314) 994-9640